



DEVELOPMENT
MANAGER – MAJOR
GIFTS

THE
NATIONAL
GALLERY

THE ROLE PROFILE

Job context

The Development Manager – Major Gifts will initiate, develop and maintain high value, long-lasting relationships with individual Major Donors, Philanthropists and Trusts and Foundations. Through managing a portfolio of prospects and donors, they will secure five- and six-figure donations in support of the National Gallery. They will secure significant support for all areas of the organisation's work, from Exhibitions to Learning and other unique programmes, as well as contribute to fundraising for the NG200 Bicentenary Campaign and its legacy.

Job purpose

This role enables the delivery of the Director's five-year vision, by contributing to the Development team's achievement of the challenging fundraising targets set for the coming years. This post-holder will play a key role in this objective, as part of the Major Gifts and Legacies team, working closely with fellow fundraisers to secure the team fundraising targets.

Scope of job

- Raise Major Gifts from individual donors and Trusts and Foundations, by initiating, developing and maintaining long-term relationships with existing and prospective supporters of the Gallery, managing their own portfolio of donors to meet annual targets. The postholder will have the goal of renewing support from existing donors and securing support from new donors each year, to a personal target of a minimum of £800,000.
- Create compelling cases for support, both verbally and in writing, and provide high quality and creative ways to cultivate and steward Major Donors.
- Collaborate with Gallery staff, Trustees, and voluntary leadership to identify prospective donors from the UK and abroad, and devise tailored solicitation plans, ensuring the most effective solicitation for the Gallery as a whole.
- Contribute to the strategy for Major Donors and the wider Trusts and Individual Giving income streams, taking responsibility for implementing aspects of the strategy in collaboration with the Head of Major Gifts and Legacies and consultation with the Principal Gifts team, and identifying emerging opportunities.
- Maintain and update donor and prospect information on Tessitura, in accordance with data protection requirements.

- Contribute to the efficiency and effectiveness of the Development Department, in areas including annual planning and reporting, budgeting and stewardship.
- Represent the Development Department both within the Gallery, and externally, as an ambassador for the National Gallery.

Key deliverables

The Development Manager – Major Gifts will be required to play a significant role in securing the Development team’s annual target from individual donors, Trusts and Foundations. The post-holder will have a fundraising target of £800,000 per year and will work to objectives and KPI’s agreed with the Head of Major Gifts and Legacies. They will work closely with fellow members of the wider philanthropy team, and collaborate with the Principal Gifts team, to achieve the team annual income target.

Key relationships

- The focus of the Development Manager will be their portfolio of donors and prospects, whom they will identify and develop and maintain strong relationships with.
- To achieve this, they will need to develop and maintain strong relationships with internal and external stakeholders. This includes colleagues across the Gallery from all departments, including curators and senior staff, to Trustees and other contacts who could help influence relationships with donors and prospects.

Key required skills and attributes

1. Substantial knowledge and proven ability in securing Major Gifts of five- and six-figures from individual or Trust and Foundation donors, and successfully stewarding these relationships.
2. Considerable experience of developing strong relationships with internal and external stakeholders, from donors and influencers to internal senior staff, including proven experience of working with senior volunteers, for example organisation Trustees and board members.
3. Ability to create and convey (in person and in writing) a compelling case for support, tailored to meet Major Donors’ interests. This includes writing and presenting proposals and applications and preparing and providing accompanying financial information.
4. Ability to think strategically and be able to feed into the strategy of the Major Gifts and Legacies team.

5. Ability to design and implement successful creative cultivation and stewardship plans and programmes for Major Donors.
6. Excellent organisational skills and attention to detail – accuracy in written communication, from emails and letters to proposals, applications and reports.
7. Ability to meet deadlines, to plan and prioritise workload and short- and long-term objectives.
8. Ability to work autonomously and on multiple priorities, using own initiative.
9. Results driven: thrives on having responsibility for meeting ambitious fundraising targets.
10. Demonstrable ability to communicate effectively, in person and in writing: can develop and sustain strong relationships both with prospects and donors, with influential figures such as Trustees, and with staff across the Gallery.
11. Proactive and organised: able to work to deadlines in terms of securing income by certain dates, whilst managing multiple relationships and working on many projects simultaneously, all of which are time sensitive.
12. Perceptive, personable, and professional: able to deal with complex situations and resolve sensitive issues diplomatically. This can relate to donors directly, or to building and preparing cases for support with colleagues.
13. A team player who works collaboratively, ensuring the team together can meet its targets and achieve its goals.
14. Someone who works openly, is responsible, and can be flexible in their approach. This is in terms of how they work with their line-manager and colleagues, but also with other internal and external contacts.
15. A creative proactive thinker: who enjoys coming up with new ideas, in line with the team's strategy, and putting these into practice.
16. Demonstrable relevant experience in fundraising and development, or high-level relationship management.
17. This role involves regular attendance at breakfast events, evening receptions and dinners, and the potential for occasional weekend work and overseas travel.

Supervisory/Managerial responsibility

Line management of one to two Development Officers.

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Development Manager – Major Gifts

Contract

Permanent, working full time hours of 35 per week.
This post is on the Gallery's Band E. The salary is £41,773 per annum.

Pay review

Pay increases are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements. The following are for employee status:

- Occupational defined benefit scheme (Civil Service Alpha, details available through the Civil Service website); transfer from another Civil Service employer with an existing scheme (e.g. Classic) will be recognised.
- Annual leave entitlement begins at 248.5 hours pro rata (inc. Public and privilege holidays), rising to 283.5 hours (inclusive) at five year's service.
- Flexible benefits from one month's service, including discounts, holiday trading, cycle to work and other benefits which vary from time to time according to availability via the Gallery's palette scheme.
- Flexible working arrangements to suit.
- Participation in the reciprocal arrangement between cultural institutions for free entry.
- Employee discount in the Gallery's retail and catering outlets, as well as several outlets in the vicinity of Trafalgar Square.
- Free tickets to Gallery exhibitions, up to four to share with friends and family.
- Employee Assistance Programme and Occupational Health, including annual flu vaccination, subject to availability.



Happy To Talk
Flexible Working

HOW TO APPLY

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the job you are applying for. There are a number of sections to complete before submitting your application. However, you can save your application form at any stage and return at any time prior to the closing date to complete.

If you have any questions on the information you should provide, or have any difficulties completing the form, please contact the Human Resources Department at recruitment@nationalgallery.org.uk.

Employment & Academic History

Due to the value of our collection the Gallery undertakes extensive pre-employment screening, including a criminal record check. As part of our security screening process we need to account for all of your time over the past 3/5* years and will verify the information provided. However we are interested in all of your relevant work experience so please provide us with your career history.

Application Questions

In this section you should outline how your skills, knowledge and experience match the numbered essential requirements of the post, as set out in the role profile. The numbered essential role criterion shows you the skills and attributes which are necessary to carry out the responsibilities of the job and will be used to shortlist candidates for interview.

Shortlisting

The National Gallery operates name free recruitment, which means an applicant's name and personal details are not visible to recruiting managers in the shortlisting process. By removing the applicant's name and other personal information, such as their ethnicity or the university they attended, we aim to ensure that people will be judged on merit and not on their background, race or gender

* Dependant on role

Selection

For some roles at the Gallery we will ask you to complete a variety of selection activities to allow you to demonstrate your abilities and suitability for the post. These may include ability tests, personality questionnaires, work simulation exercises, interviews, etc. Details of the specific activities will be advised to you as part of the process.

Equal Opportunities Monitoring

The Gallery is committed to equal opportunities for all job applicants and employees. Our policy is that no job applicant or employee should receive less favourable treatment than another on grounds of gender (including gender reassignment), sexual orientation, marital or family status, civil partnership status, race, colour, nationality, ethnic or national origins, religion or similar belief, disability, age or trade union membership or any other condition or requirement which cannot be shown to be justifiable.

Information you provide such as ethnic origin, gender and disability will be used solely for monitoring purposes and identifiable information will not be disclosed.